Chapter 1

Air Force Laboratory Personnel Demonstration

Chapter Overview

Introduction

This chapter explains how modern DCPDS is used to manage the personnel assigned to the Air Force Laboratory Personnel Demo Project.

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Elements Unique to AF Lab Demo

- AF Demo Pay Plan
- AF Demo Broadband
- AF Det Demo Pay Plan
- AF Det Demo Broadband
- AF Demo Bonus Amount
- AF Demo Bonus Year

(Also used by DoD Acquisition Demo)

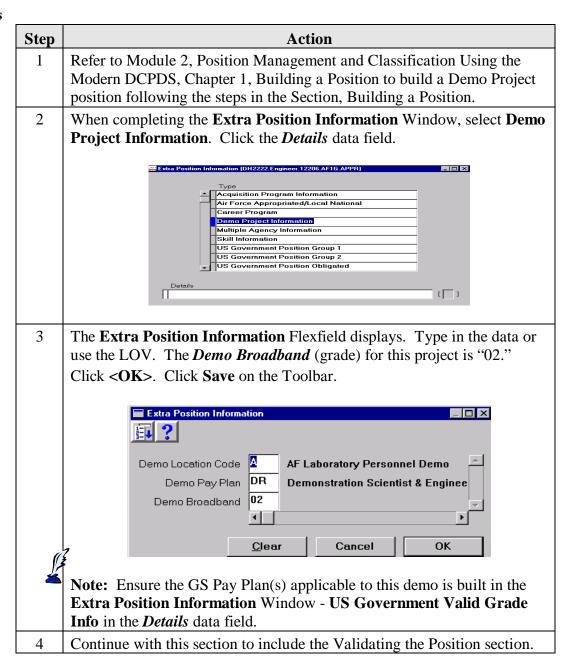
Air Force Lab Demo - Position Builds

Purpose



This section explains the steps for building Air Force Lab Demo Positions. **Note:** The Payroll ID is "0000" for these employees. There are no special conversions required for the 500 character output to payroll or for payroll reconciliation.

Position Actions



Air Force Lab Demo - Personnel Actions

Purpose

This section explains the steps for processing personnel actions for Air Force (AF) Lab Demo employees (*Demo Location Code* = A; *Pay Plan* = DR; and Step = 00).

Personnel Actions

All RPA processes and GPPA NOAs are used for this demo, except for the NOAs identified below as "Not Eligible." The *Authority Code* is usually **Z2U** (Public Law 103-337).

NOAs	Explanation
Not Used:	
885	Performance Awards - Not Eligible
892	Quality Salary Increase - Not Eligible
893	WGI - Not Eligible
888	WGI Denial - Not Eligible
Used:	
877	Special Act or Service Award - Dollar limits do not apply for
	the AF Lab demo, so it accepts any amount.
816	Relocation Bonus - no percent limits.

Entitlements

The following describes the eligibility and non-eligibility of AF Lab Demo employees.

Eligible for:	Not Eligible for:
Locality Pay	Pay Retention except for RIF and PPP (but have no consideration)
All FEPCA Entitlements	Premium Pay
	Administratively Uncontrollable Overtime (AUO)
	Supervisory Differential
	Staffing Differential

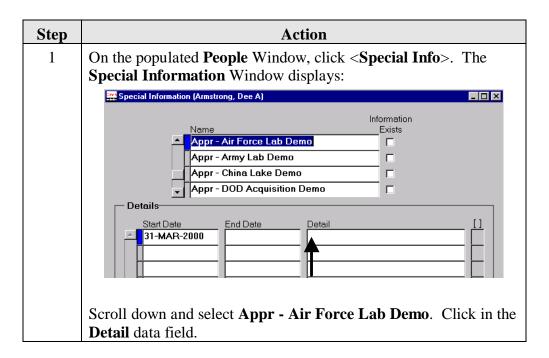
Air Force Lab Demo - Appraisal Input

Purpose

This section explains how appraisal data is input into the employee's record. See Module 5, Workforce Relations Using the Modern DCPDS, Chapter 2, Performance Appraisal Information.

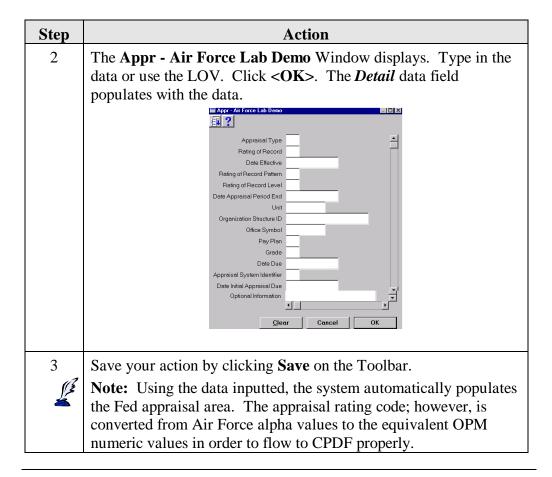
Appraisal Input Upon accessing an employee to the system, the US GOV PERF **APPRAISAL** will automatically populate only the date the first appraisal is due.

- When it is time to input the appraisal, you will not enter it in the US GOV PERF APPRAISAL Flexfield.
- You will enter the appraisal in the **Appr Air Force Lab Demo** name data field using the steps in Module 1, Fundamentals of the Modern DCPDS, Chapter 5, Updating and Viewing the Employee Record, Section, Using Special Information Type.



Air Force Lab Demo - Appraisal Input, Continued

Appraisal Input (continued)



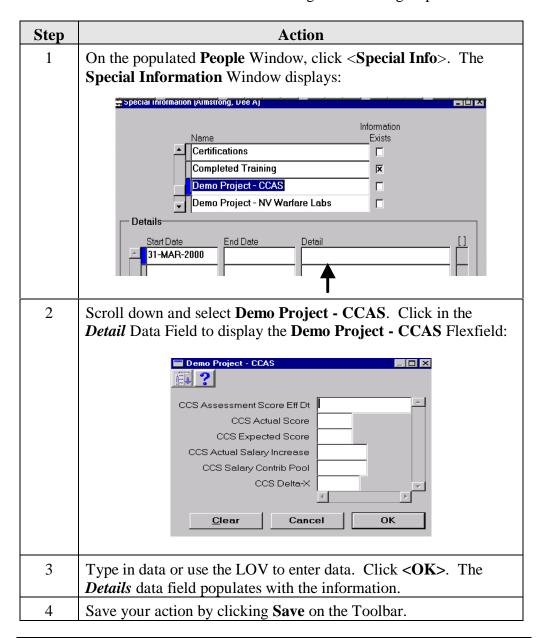
Air Force Lab Demo - CCAS Appraisal Input

Purpose

This section explains how the CCAS appraisal data is input into the employee's record.

CCAS Appraisal Data Input

After accessing an employee to the system, and entering the appraisal data, which in turn automatically populates the US GOV PERF APPRAISAL, enter the CCAS/CCS data when needed using the following steps.



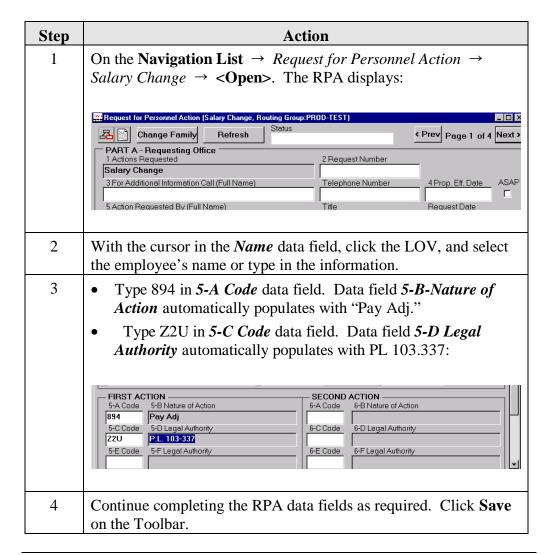
Air Force Lab Demo Payout

Purpose

This section explains how to process a Demo Payout.

Demo Payout

NOA 894, Pay Adj, is used with *Authority Code* Z2U. Each demo payout can be done individually or in Mass. When input individually, there are no salary calculations performed automatically. Salary is calculated manually. Mass salary calculations are computed by the system (See the Mass Process Procedures in this chapter for details). To input the payout manually, one by one, follow the steps in Module 3, Processing Requests for Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.



Air Force Lab Demo Payout, Continued

Demo Payout (continued)

Step	Action
5	To print the NPA (CUSTOM DEMO SF-50), you must:
	• Click the "X" in the Box next to <i>Print Notification</i> to deselect Fed version NPA.
	• Not select a printer.
a	• Select " <i>Approval</i> ." Click < OK > to automatically print the custom NPA.
	Note: The following applies to NPA (CUSTOM DEMO SF-50).
	 The <i>Demo Pay Plan</i> should print on the NPA <i>FROM</i> and <i>TO INFORMATION</i> Regions of the <i>Pay Plan</i> data fields as appropriate for the NOA.
	 The <i>Broadband</i> should print as a Roman Numeral in the <i>FROM</i> and <i>TO INFORMATION</i> Regions of the <i>Grade</i> or <i>Level</i> data fields as appropriate for the NOA.
	 Some reject messages on demo-unique items; e.g., "You are not authorized to use an NOA 892 or 893," will not appear until you get to this point. You must:
	 First, complete all four pages of the RPA.
	• Complete Extra Information >.
	• Route the RPA, save the RPA, and <i>Update HR</i> .
	When you delete the "X" in the <i>Print Notification</i> area and click
	<ok></ok> for approval, you will finally see the reject messages appear.

Air Force Lab Demo Bonus

Purpose

This section explains the steps for processing an Air Force Lab Demo Bonus.

Demo Bonus

NOA **885** is used for the Bonus pay out, with *Authority Code* Z2U. There is no dollar limit on the amount of a monetary award except for meeting Component business rules. For information on completing the RPA to input the bonus, refer to these modules:

- Module 3, Processing Personnel Actions Using the Modern DCPDS, Chapter 1, Processing a Request for Personnel Action.
- Module 5, Workforce Relations Using the Modern DCPDS, Chapter 3, Awards, Section, Entering a Monetary Award.

Step	Action
1	From the Navigation List \rightarrow <i>Request for Personnel Action</i> \rightarrow <i>Award/One-Time Payment</i> \rightarrow <open></open> .
2	The RPA displays. In Part B, enter the name of the employee receiving the bonus.
3	Enter the <i>Effective Date</i> , in data field 4 of PART B – For Preparation of SF 50 Region.
4	With the cursor in the <i>5-A Code</i> data field, click the LOV for the Nature of Action Code. Select 885, Performance Award. Type Z2U in <i>5C Code</i> data field to populate the Legal Authority.
5	Page 2 of the RPA is automatically populated except for <i>Award</i> and <i>Unit of Measurement (UoM)</i> data fields. Type in the amount of the bonus in the <i>Award</i> data field and an "M" for Money in the <i>UoM</i> data field.
6	Complete the remainder of the RPA.
7	Route the RPA. Save it and <i>Update HR</i> .

Air Force Lab Demo - Mass Processes

Purpose

This section explains the procedures for Mass Processes:

- Air Force Demo Mass Salary Payout.
- Air Force Demo Mass CCS Update.
- Air Force Demo Bonus Payout.

Mass Process occurs outside the RPA (SF-52) process, through the Reports function.

AF Demo Mass Salary Payout

For detailed information, follow the steps outlined in Module 1, Fundamentals of the Modern DCPDS, Chapter 8, Reports, Section, Submitting Report Requests.

Step	Action	
1	From the Navigation List \rightarrow <i>Processes and Reports</i> \rightarrow <i>Submit Processes and Reports</i> \rightarrow <open></open> . The Submit Reports Window displays.	
2	Place your cursor in the <i>Name</i> data field and click the LOV.	
3	Select AIR FORCE Demo Salary Payout.	
4	In the Print Options:	
	 Type the number of copies you need. 	
	 Change the printer settings by clicking the LOV to select a printer other than the one displayed (some requests may have a required printer option that you cannot change). 	
5	Click <submit></submit> .	
1/3	Note: The system retrieves the data for all employees and	
~	Creates an RPA process.	
	 Outputs the customized NPA (SF 50) instead of the Fed (NPA). 	
	 Outputs a payroll record and any other required interface records. 	
	Updates the employee record.	
	Once the process has completed, the Demo NPAs can be printed.	

Air Force Lab Demo - Mass Processes, Continued

AF Demo Mass CCS Update

For details, follow the steps outlined in Module 1, Fundamentals of the Modern DCPDS, Chapter 8, Reports, Section, Submitting Report Requests.

Step	Action
1	Repeat the steps outlined in AF Demo Mass Salary Payout, except on the Submit Reports Window, select Air Force Demo CCS Update .
2	No printer settings are needed since this process does not output an NPA. Click Submit >.

AF Demo Bonus Payout

For details, follow the steps outlined in Module 1, Fundamentals of the Modern DCPDS, Chapter 8, Reports, Section, Submitting Report Requests.

Step	Action
1	Repeat the steps outlined in AF Demo Mass Salary Payout, except on the Submit Reports Window, select AIR FORCE Demo Bonus Payout .
2	Change any printer settings or other information as appropriate.
a	Click Submit >.
	Note: The process:
	• Creates an RPA with NOA 991 and Authority Code Z2U.
	Outputs the Customized NPA (not Fed version).
	 Outputs a payroll record and any other required interface records.
	Updates the employee record.
	Once the process completes, you may print the NPAs.
	The award amount prints in the "To Salary" data field and all other
	data for salary is blank. The information is not stored in the normal
	awards area, it is stored in a new person DDF: CIVDOD_PER_ AIR FORCE DEMO BONUS.

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